

**Montana Department of Public Health & Human Services  
Quality Assurance Division – Certification Bureau  
Nurse Aide Registry**

**Procedure for Certification of Out-of-State Applicants**

The following are the procedures for applicants to the Montana Nurse Aide Registry by individuals who are registered in another state.

Applicants currently registered in another state may be listed in the Montana Nurse Aide Registry if the other state verifies in writing that the individual has met the Montana State Survey and Certification Agency's (SA) certification of competency requirements and is currently registered in that other state.

Procedures:

1. The applicant is to complete a registry application form and submit it, along with a copy of their registration card or letter from the other state, to the Department of Public Health & Human Services, Quality Assurance Division, Certification Bureau, 2401 Colonial Drive, Second Floor, P.O. Box 202953, Helena, MT 59620-2953.
2. Upon receipt of the completed application form and a copy of the individual's out-of-state registration card or letter, the SA will initiate verification to the out-of-state registry through contact by telephone, web site or written request. A check of the other state's abuse registry is made at the same time. A reasonable effort will be made by the SA to confirm an applicant's current out-of-state registration status. Any charges imposed by other states for verification purposes by the SA will be borne by the applicant. Applicants will be notified in writing if the SA has received no response after 30 days following the inquiry.
3. Prior to hiring any individual who may be registered by another state, a facility must make an inquiry to that state's registry. Confirmation of registration and abuse information must be documented in the individual's personnel file. Pending placement in the Montana Nurse Aide Registry, a facility may temporarily hire an individual for up to 30 days after the facility has received confirmation that the individual's current out-of-state registration history is abuse free.
4. Facilities are reminded that the individual must have proof of competency to perform the skills to which the individual will be assigned prior to assigning that individual to resident care. This may be accomplished by completing an evaluation of the individual skills using the Montana Nurse Aide Skills Competency Checklist or by obtaining an equivalent evaluation from the individual's training agency. A copy of the checklist or equivalent evaluation form is to be kept in the individual's personnel file.
5. Individuals who have met training and competency evaluation requirements in another state are required to receive training in the Montana Residents' Rights and Elder Abuse Act prior to being assigned to work with residents.